



Hertfordshire County Council

The Grove Infant and Nursery School

Dark Lane, Harpenden, Herts. AL5 1QD

Headteacher: Ms A Sharkey

Tel. No.: (01582) 761849

e-mail: admin@groveinfants.herts.sch.uk

website: www.groveinfants.co.uk

Caretaker role

Grade: H4

Hours: Full time – 37 hours per week/ 52 weeks per year

Responsible to: Headteacher

Job Purpose:

To help provide a clean, safe, secure and compliant environment for users of the school buildings and grounds and to make a significant contribution to the maintenance of the buildings, fixtures and fittings. To oversee and manage the programme of building and equipment checks, servicing and other work to comply with statutory and other good practice guidance and be the first point of contact for day to day site and premises issues.

This is a fixed term position that will have a view to becoming permanent.

Key responsibilities can be found below:

- Carry out general cleaning and maintenance tasks across school grounds and buildings.
- Perform minor repairs and basic building maintenance, including plumbing, carpentry, and electrical work.
- Ensure heating, lighting, and water systems are functioning and report any issues promptly.
- Set up and rearrange classrooms, halls, and other areas for events or activities.
- Monitor and maintain health and safety standards, including emergency lighting and fire equipment.
- Assist with securing the school premises, locking and unlocking gates, doors, and windows as required.
- Provide general support to staff and school activities as needed.
- Carry out regular inspections and ensure that school equipment and resources are in good condition.

Key Skills and Qualifications:

- Previous experience in building maintenance or caretaking is desirable.
- Ability to carry out basic repairs and troubleshoot building systems.
- Good understanding of health and safety regulations.
- Strong communication skills and ability to work independently or as part of a team.
- A proactive approach to problem-solving and maintenance needs.